



BOARD OF BARBERING AND COSMETOLOGY
P.O. BOX 944226
SACRAMENTO, CA 94244-2260
INFORMATION: (916) 445-7062 FAX (916) 445-7005
www.dca.ca.gov/barber



TO: ALL PERSONS INTERESTED IN APPRENTICESHIP

**SUBJECT: INFORMATIONAL PACKET REGARDING APPRENTICESHIP FOR
BARBERING AND COSMETOLOGY**

Are you interested in learning the profession of barbering or cosmetology by working with and training under a licensed barber or cosmetologist? If so, the apprenticeship program may be what you are looking for.

Salon owners and licensees, are you interested in developing new licensees who share your goals and meet your standards of excellence? Are you willing to share your talents and devote some time and energy? If you answered yes to these questions, the apprenticeship program may be for you.

What is the apprenticeship program? It is a training program that allows a trainee, called an apprentice, to earn a wage while learning a trade (barbering or cosmetology) under the guidance and supervision of a Board licensee in an establishment licensed by the Board.

If you want to become an apprentice, what must you do to qualify?

- You must be at least 16 years of age and have completed the 10th grade or its equivalency.
- You must have (1) a program sponsor, (2) a trainer licensed by Board who is willing to teach you, and (3) an establishment licensed by the Board that is willing to allow you to work.
- You must complete 39 hours of Pre-Apprentice training from an approved provider.
- You must complete and submit your *Application for Licensure as a Licensed Apprentice and for Approval of Trainers and Establishments* and pay the appropriate fee.

You have received your apprentice license, now what? You must be employed full-time (at least 32 hours a week) for two years and attend related classroom training. The related training must be taken through the program sponsor's designated Local Education Agency as outlined in the Department of Industrial Relations, Division of Apprenticeship Standards (DAS) approved program standards. At the completion of your apprenticeship, you must apply for your professional license, pay the appropriate fee and pass the licensure examination.

How can you start the process and get into the apprenticeship program? There are two ways.

1. Join a program already approved by DAS and this Board. This is the quickest way to become an apprentice. A list of approved program sponsors is included in this packet. Contact the approved program sponsor in your area to obtain information about the specific program requirements.
2. Contact an establishment that wishes to become a program sponsor. This process will take longer. The establishment owner must obtain approval from both DAS and this Board to be a program sponsor.

Program sponsors, establishment owners and trainers, what must you do?

The Program Sponsor must be approved by both DAS and this Board. Establishment owners and trainers must:

1. Possess a current, valid license issued by the Board.
2. Have licenses (both establishment license and personal license of the trainer) free of disciplinary and/or administrative matters. Neither the trainer nor the establishment owner(s) can have any pending disciplinary action, be on probation resulting from disciplinary action, or have past disciplinary action which occurred within the two-year period immediately preceding application.
3. Have no unpaid administrative fine(s).
4. The trainer and establishment owner must sign a statement of trainer responsibilities and keep it on the establishment premises. The requirements for the content of this statement can be found in the California Labor Code, Section 3078.

There are two regulatory agencies (DAS and this Board) that have requirements that must be met. You must complete the approval process with both agencies.

Contact DAS at the office nearest you (See attached list of DAS Offices).

NOTE: An apprentice cannot work until this Board has issued an apprentice license. All approvals, including the issuance of an apprentice license, must be obtained prior to the employment of an apprentice. Failure to obtain all approvals before employing an apprentice may subject the establishment owner, trainer and apprentice applicant to an administrative citation and fine.

The program sponsor seeking approval from the Board of Barbering and Cosmetology must submit the following documents:

1. A written request for Program Sponsor Approval.
2. A copy of the DAS approval letter, approved standards and copies of all other information received from DAS.
3. A detailed outline of the proposed training. This outline should provide a comprehensive breakdown of the subject matter and work processes approved by DAS for the specific category of licensure. The outline must also comply with the Board's requirements as contained in Sections 921, 921.1 and 921.2 of the Board's Rules and Regulations. The trainer must teach these subjects during the course of the two-year program.
4. A copy of the "Apprenticeship Agreement" entered into by the program sponsor and the apprentice. This form will be provided by DAS once you have completed the DAS approval process.

The Board hopes this information proves useful to you. If you have any additional questions or concerns please do not hesitate to call (916) 322-0777.

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**INSTRUCTIONS FOR
APPLICATION FOR LICENSURE AS A LICENSED APPRENTICE
AND FOR APPROVAL OF TRAINERS AND ESTABLISHMENTS**

- A. Read the following instructions and make sure all questions are answered and the appropriate individuals sign and date the application. **INCOMPLETE DOCUMENTS WILL BE RETURNED.**
- B. All apprentice applicants must submit an **ORIGINAL** *Certificate of Completion of Pre-Apprentice Training* along with the application.
- C. Submit the Apprentice Application, Certificate of Completion of Pre-Apprentice Training and fee of twenty-five dollars (\$25.00). Send a check or money order made payable to the Board of Barbering and Cosmetology. **Do not send cash.**
- D. The **"Apprentice"** section must be completely filled out **ONLY** by the individual applying for the apprenticeship license.
- E. The **"Trainer"** section must be completely filled out **ONLY** by the individual who will be training the apprentice.
- F. The **"Establishment"** section must be completely filled out **ONLY** by the owner (if a partnership, one of the partners or if a corporation, a corporate officer) of the establishment where the apprenticeship training will occur.
- G. If the answer to item #8 is "NO", provide a copy of the results from a General Education Development (GED) or high school equivalency examination.
- H. If the answer to item #9 or item #10 is "YES", for each conviction, list the following information on the reverse side of the application in item #12: (a) name of person convicted, (b) actual crime for which convicted, (c) date of conviction, (d) city/county and state in which convicted, and (e) sentence received.

Follow these instructions to complete the application:**1. APPLICANT'S NAME**

Fill in the first, middle, and last name (legal name only) of the apprentice as it appears on the apprentice's current government issued identification.

2. SOCIAL SECURITY NUMBER

Fill in your social security number. Disclosure of your Social Security Number (SSN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 [42 USCA Section 405(c)(2)(C)] authorizes the collection of your SSN.

3. DATE OF BIRTH

Fill in the month, day, and year the apprentice applicant was born, for example (mm,dd,yy).

4. MAILING ADDRESS

Fill in the address where the apprentice applicant receives his/her mail. (Include an apartment number if applicable.) Section 7400 of the Business and Professions Code requires the apprentice to notify this Board within thirty (30) days of any change of address.

5. TELEPHONE NUMBER

Fill in the apprentice's home telephone number, including area code.

6. TRAINER'S NAME

The trainer must fill out his/her own section. Besides providing all the requested personal information, include the type of work for which the trainer is licensed, the license number and expiration date.

7. ESTABLISHMENT NAME

The establishment section must be completed by the establishment owner (if a partnership, one of the partners or if a corporation, a corporate officer). Besides providing the establishment's name, address, and the license number, include the establishment owner(s)' name, Social Security Number/Federal Employee Identification Number and the establishment phone number in the space provided. If the establishment is a partnership, list all partners in Item #12; if the establishment is a corporation, list all corporate officers and their titles in Item #12.

8. HAVE YOU COMPLETED THE 10TH GRADE IN PUBLIC SCHOOL, OR ITS EQUIVALENCY?

If "NO" is marked, submit a copy of the results of an equivalency test certifying an educational level equal to the 10th grade. The Board will only accept tests conducted by official General Education Development (GED) testing centers or from accredited high schools in California or colleges in the United States.

9. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OR ENTERED A PLEA OF NOLO CONTENDRE, FOR A CRIMINAL OFFENSE, FELONY, OR MISDEMEANOR OTHER THAN A MINOR TRAFFIC VIOLATION?

If YES, provide the requested information on the back of the application in Item #12: name of person convicted, crime, date of conviction, city, county, and state in which the crime occurred, and the sentence received for each conviction.

10. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE OR ENTERED A PLEA OF NOLO CONTENDRE, FOR A CRIMINAL OFFENSE, FELONY, OR MISDEMEANOR OTHER THAN A MINOR TRAFFIC VIOLATION?

If YES, provide the requested information on the back of the application in Item #12: name of person convicted, crime, date of conviction, city, county, and state in which the crime occurred, and the sentence received for each conviction.

11. THE APPRENTICE APPLICANT, TRAINER, ESTABLISHMENT OWNER/PARTNER/CORPORATE OFFICER, AND PROGRAM SPONSOR MUST SIGN UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT. THE PROGRAM SPONSOR MUST ALSO INCLUDE THEIR PROGRAM SPONSOR CODE.

All signatures must be original and dated. If all required signatures are not included on the application, the application will be returned to the apprentice applicant.

**NOTE: PRIOR TO SUBMISSION OF AN APPLICATION
FOR APPRENTICESHIP, THE PROGRAM SPONSOR MUST BE APPROVED BY
THE DIVISION OF APPRENTICESHIP STANDARDS AND
THE BOARD OF BARBERING AND COSMETOLOGY
TO OFFER AN APPRENTICESHIP PROGRAM.**

**THE BOARD MAY DENY YOUR LICENSE IF YOU PROVIDE FALSE
INFORMATION ON THE APPLICATION.**

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APPLICATION FOR LICENSURE AS A LICENSED APPRENTICE AND FOR APPROVAL OF TRAINERS AND ESTABLISHMENTS

APPLICATION AND LICENSE FEE -- \$25.00

(Please type or print legibly in ink.)

1. APPRENTICE NAME (First, Middle, Last)		2. Social Security Number	3. Birthdate (mm/dd/yy)
4. APPRENTICE ADDRESS Street & Number City State Zip Code		5. Telephone Number ()	
6. TRAINER NAME (First, Middle, Last)		Social Security Number	Birthdate (mm/dd/yy)
TRAINER ADDRESS Street & Number City State Zip Code		Telephone Number ()	
TRAINER'S LICENSE TYPE		Trainer's License Number	Expiration Date
7. ESTABLISHMENT NAME		Establishment License #	Expiration Date
ESTABLISHMENT ADDRESS Street & Number City State Zip Code			
ESTABLISHMENT OWNER'S NAME (First, Middle, Last) (If the Establishment is a partnership, list all of the partners in Item #12 on the reverse side of this form.)		Social Security Number/Federal Employer Identification Number	Telephone Number ()
<p>8. APPRENTICE APPLICANT: Have you completed the 10th grade in a school equivalent to a California public school? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF YOU ANSWERED "NO" TO THE ABOVE QUESTION YOU MUST SUBMIT A COPY OF THE RESULTS OF A GENERAL EDUCATION DEVELOPMENT (GED) TEST CERTIFYING AN EDUCATION LEVEL EQUAL TO THE 10TH GRADE.</p>			
<p>9. APPRENTICE APPLICANT AND TRAINER:</p> <p>Have you been convicted of a criminal offense, felony, misdemeanor (or entered a plea of nolo contendere) other than a minor traffic violation? (Convictions dismissed under Section 1203.4 of the Penal Code must be disclosed) If answered "YES", provide the following in item #12 on the reverse side of this form: (a) name of person convicted, (b) actual crime for which convicted, (c) date of conviction, (d) city/county and state in which convicted, and (e) sentence received.</p> <p>APPLICANT YES <input type="checkbox"/> NO <input type="checkbox"/> TRAINER YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF YOU ANSWERED "YES" TO THIS QUESTION, PLEASE PROVIDE AN EXPLANATION ON THE REVERSE SIDE OF THIS FORM..</p>			
<p>10. ESTABLISHMENT OWNER:</p> <p>Have you, any partner, or corporate officer been convicted of a criminal offense, felony, misdemeanor (or entered a plea of nolo contendere) other than a minor traffic violation? (Convictions dismissed under Section 1203.4 of the Penal Code must be disclosed) If answered "YES", provide the following in item #12 on the reverse side of this form (a) name of person convicted, (b) actual crime for which convicted, (c) date of conviction, (d) city/county and state in which convicted, and (e) sentence received.</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF YOU ANSWERED "YES" TO THIS QUESTION, PLEASE PROVIDE AN EXPLANATION ON THE REVERSE SIDE OF THIS FORM..</p>			
<p>11. "I/We certify under penalty of perjury under the laws of the State of California that the information provided on this application is true and correct to the best of my/our knowledge, with full knowledge that all statements made on this form are subject to investigation, and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license."</p>			
SIGNATURE OF APPRENTICE APPLICANT		DATE	
SIGNATURE OF TRAINER		DATE	
SIGNATURE OF ESTABLISHMENT OWNER/PARTNER/CORPORATE OFFICER		DATE	
SIGNATURE OF PROGRAM SPONSOR		SPONSOR CODE #	DATE

- **THIS APPLICATION MAY NOT BE PROCESSED IF IT CONTAINS “WHITE OUT”.**
- **CORRECT ERRORS BY LINING OUT THE INCORRECT INFORMATION AND THEN ENTERING THE CORRECT INFORMATION. PLEASE INITIAL ALL CORRECTIONS. ALL CORRECTIONS MUST BE LEGIBLE OR THE APPLICATION MAY BE RETURNED.**
- **ALL QUESTIONS MUST BE ANSWERED IN THEIR ENTIRETY AND ALL REQUIRED SIGNATURES MUST BE PRESENT BEFORE THIS APPLICATION WILL BE PROCESSED.**

**Department of Industrial Relations,
Division of Apprenticeship Standards (DAS)**

Contact the D.A.S. office in your area:

FRESNO 2550 MARIPOSA STREET, ROOM 3080
Fresno, CA 93721-2219
(559) 445-5431

LOS ANGELES 320 W. Fourth Street, Suite 830
Los Angeles, CA 90013-1105
(213) 576-7749

OAKLAND 1515 Clay Street, Suite 602
Oakland, CA 94612-1430
(510) 622-3259

SACRAMENTO 2424 Arden Way, Suite 160
Sacramento, CA 95825-2488
(916) 263-2877

SAN JOSE 100 Paseo de San Antonio, Room 125
San Jose, CA 95113-1484
(408) 277-1273

SANTA ANA 28 Civic Center Plaza, Room 525
Santa Ana, CA 92701-4034
(714) 558-4126

SAN DIEGO 7575 Metropolitan Drive, #209
San Diego, CA 92108
(619) 767-2045

APPROVED PROVIDERS FOR PRE-APPRENTICE TRAINING COURSE

Carlton/Linear Hair (#002)
Jerry Tyler, Cosmetologists
2116 Wilshire Blvd #210
Santa Monica, CA 90403
(949) 261-0385

San Diego CAC (#007)
Toni Gama, Cosmetologists
11650 Iberia Place, Suite 215
San Diego, CA 92128-2431
(858) 613-7788

Bay Area JATC (*Temporarily inactive until further notice*)
Linda Conversa
240 South Market Street (#003)
SAN JOSE, CA 95113
(408) 998-0428

LACCAC (#001)
Dana Rogalski, Cosmetologists
1881 N. Gaffey Street, Suite D
San Pedro, CA 90734
(310) 547-3711

Orange County JATC (#004)
Jim Stanphil, Barbers
253 B East 17th Street
Costa Mesa, CA 92627
(949) 642-2631

San Bernardino/Riverside JATC (#013)
John Olivas, Barbers
673 West Fifth Street
San Bernardino, CA 92401
(909) 884-2719

Los Angeles JATC (#005)
Red Carter, Cosmos & Barbers
630 South Shatto Place
Los Angeles, CA 90005
(213) 487-7070 Ext 228

East Bay & South Counties (#019)
Raymond Gumbs, Cosmos & Barbs
2063 B Street
Hayward, CA 94541
(510) 889-8653

Orange County JATC (#004)
John Sanders, Cosmetologists
1905 E. 17th Street, #316
Santa Ana, CA 92705
(714) 508-9252

Hair International (#011)
Gwendolyn Scott, Cosmetologists
5783 N. First St.
Fresno, CA 93710
(559) 431-2234

GEBBCA (#012)
Gracie Young, Cosmos & Barbers
10749 San Pablo Ave.
El Cerrito, CA 94530
(510) 526-5202

Lewis Ballin, Barbers (#008)
9126 Thornton Road
Stockton, CA 95209
(209) 473-3002

NCBAAC, Cosmos & Barbers
Joe and Shirley McNealey(#010)
7000 Franklin Blvd., #670
Sacramento, CA 95823
(916) 421-7650
{San Francisco Bay and Fresno Area (800) 650-5558}

San Joaquin County COE (#014)
Joel Townsend
209 Arch-Airport Road
Stockton, CA 95213
(209) 468-9004

NCBAAC (#014)
Michael Burt, Barbers
8865 Cadura Circle
Elk Grove, CA 95624
(916) 685-2117

T and L Enterprises (#006)
Debbie Fry, Cosmetologists
P.O Box 690
Portola, CA 96122
(530) 832-5589

Debra Bonomini (#018)
317 S.Jackson Street
Red Bluff, CA 96080
(530) 527-7056

Rose Hernandez (#017)
545 South C St.
Oxnard, CA 93030
(805) 483-7015

James Stewart (#021)
30590 Rancho Calif. Rd., #306
Temecula, CA 92592
(909) 696-0705

Cosmetica Latina (#022)
Maria Teresa Silva, Cosmetologists
8232 Firestone Blvd.
Downey, CA 90241
(562) 862-1090

Womack Salon Advanced Academy (#023)
Ella Womack Gilmore
598 Silver Ave.
San Francisco, CA 94112
(415) 334-7774

Royal Hair Palace (#024)
Melvin and Victoria Williams
122 I Street, 2nd Floor
Sacramento, CA 95814
(916) 448-8081

SCBCAC (#025)
Margaret Robinson, Cosmo & Barb
11407 S. Crenshaw Blvd.
Inglewood, CA 90303
(310) 671-9968

APPROVED APPRENTICESHIP PROGRAM SPONSOR COMMITTEES

<p>Northern California and Bay Area Apprenticeship Committee (NCBAAC)* Cosmetologists & Barbers: (Sponsor Code 738) Shirley McNealey P.O. Box 2591 Elk Grove, CA 95759-2591 (916) 421-7650</p> <hr/> <p>[* Also, Fresno/Central Valley area, Santa Cruz/Monterey area, Napa Valley area and San Francisco Bay area] Toll Free: (800) 650-5558</p> <p>(408) 590-3190 [Spanish speakers]</p> <hr/> <p>Barbers: (Sponsor Code 738) Michael Burt 8865 Cadura Circle Elk Grove, CA 95624 (916) 685-2117</p>	<p>Orange County Joint Apprenticeship Training Committee (Orange County JATC) Cosmetologists & Barbers: (Sponsor Codes 700 & 711) Steve Handler 8530 Stanton Ave Buena Park, CA 90622 (714) 995-4601 Ext. 164</p> <hr/> <p>Cosmetologists: (Sponsor Code 711) John Sanders 1905 E. 17th Street, #316 Santa Ana, CA 92705 (714) 571-5747</p> <p>Barbers: (Sponsor Code 700) Jim Stanphil 253 B East 17th Street Costa Mesa, CA 92627 (949) 642-2631</p>
<p>Greater East Bay Barber and Cosmetology Apprenticeship Committee (GEBBCA) Cosmetologists & Barbers (Sponsor Code 717) Gracie Young 519 El Cerrito Plaza El Cerrito, CA 94530 (510) 526-5202</p>	<p>East Bay & South Counties Apprenticeship Committee Cosmetologists & Barbers (Sponsor Code 773) Raymond Gumbs 2063 "B" St. Hayward, CA 94541 (510) 889-8653</p>
<p>Los Angeles Joint Apprenticeship Training Committee (LAJATC) Cosmetologists & Barbers (Sponsor Codes 707 & 714) Irv Walters 630 South Shatto Place Los Angeles, CA 90005 (213) 487-7070 Ext. 228</p>	<p>Los Angeles County Cosmetology Apprenticeship Council (LACCAC) Cosmetologists (Sponsor Code 710) Dana Rogalski 1881 N. Gaffey Street, Suite D San Pedro, CA 90732 (310) 547-3711 <i>[Maria Silva/ Spanish speakers -562/862-1090]</i></p>

APPROVED APPRENTICESHIP PROGRAM SPONSOR COMMITTEES

<p>San Diego Cosmetology Apprenticeship Committee (San Diego CAC) Cosmetologists (Sponsor Code 725) Toni Gama 11650 Iberia Place, Suite 215 San Diego, CA 92128-2431 (858) 613-7788</p>	<p>San Bernardino/Riverside Joint Apprenticeship Training Committee (San Bernardino/Riverside JATC) Barbers (Sponsor Code 704) John Olivas 673 West Fifth Street San Bernardino, CA 92401 (909) 884-2719</p>
<p>So. Cal. Barbering & Cosmetology Apprenticeship Committee (SCBCAC) Cosmetologists (Sponsor Code 753) Margaret Robinson 11407 S. Crenshaw Blvd. Inglewood, CA 90303 (310) 671-9968</p>	